

GENERAL RIGHT-OF-WAY PERMIT

PERMIT GUIDELINES

Description

The General Right-of-Way permit is required for any work conducted by residents, commercial businesses, or their hired contractors, when this work is conducted in the public right-of-way or City-owned easements. Some examples of work requiring a General Right-of-Way Permit include:

- Planting, removal, or replacement of street trees
- Public sidewalk repair
- Construction of a new driveway approach or repair to an existing driveway approach
- Water, storm sewer, or sanitary sewer lateral connection (tap) to or disconnection from mainline
- Any other work requiring temporary closure of a portion of the public right-of-way

Permit Application Requirements

To apply for a General Right-of-Way Permit, an applicant must submit the following items:

- A completed and signed General Right-of-Way Permit Application Form
- One hard copy or one electronic (.pdf) copy of a complete set of construction drawings
 - Work in the public right-of-way or City-owned easements must meet City of Hillsboro [Design and Construction Standards](#)
 - The construction drawings shall be accompanied by a Traffic Control Plan (see [State of Oregon 2011 Temporary Traffic Control Handbook](#) for guidance)
- A copy of the certificate of insurance from the Licensed Contractor doing the work
 - (see an [Example Certificate of Insurance](#))

Fees

The City of Hillsboro requires a \$10 fee for General Right-of-Way Permits for construction of a new or replacement driveway approach only. Storm and sanitary taps have a \$105 flat rate inspection fee. Water taps have a \$250 flat rate inspection fee. Lateral disconnections have a \$105 flat rate inspection fee. The City currently does not charge a fee for any other General Right-of-Way Permits.

City Review and Issuance

Following submittal of the required materials listed above, City of Hillsboro Public Works permitting staff will review the application packet for completeness. Once determined complete, the review and issuance process takes approximately five business days.

Inspections

No less than 48 hours before the permitted work will begin, the applicant or their licensed contractor must schedule a pre-inspection with a City inspector to review the project work plan and ensure the project preparation and traffic control features have been correctly installed. No more than 48 hours after the permitted work has been completed, the applicant or their licensed contractor must schedule a post-construction inspection with a City inspector to ensure the work has been done in compliance with City Design & Construction Standards.

For further questions please contact:

City of Hillsboro Public Works - Engineering Division

(503) 681-6146

or

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